

**CLASS TITLE:****CHIEF,  
CHILDREN WITH SPECIAL HEALTH  
CARE NEEDS****Class Code: 02951400****Pay Grade: 37A****EO: A****CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the planning, development and administration of a statewide public health care program encompassing children with special health care needs; to assess/identify unmet needs, plan and implement strategies, set program priorities, and develop new initiatives to address unmet needs.

**SUPERVISION RECEIVED:** Works under the direction of the Medical Director for the Division of Family Health with considerable latitude for the exercise of initiative and independent judgement in the discharge of duties and responsibilities; work is reviewed for the application of accepted management principles, methods, and techniques and for conformance to law, rules and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, directs, supervises and reviews the work of a professional, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the planning, development and administration of a statewide public health program for Children with Special Health Care Needs.

To assess/identify unmet needs in Rhode Island, utilizing and/or collecting and/or utilizing available data, and community input.

To plan and implement strategies, set program priorities, and develop new initiatives to address children with special needs, working collaboratively with other state departments, other Health Department offices and community agencies as appropriate.

To provide leadership and representation on children with Special Health Care Needs issues in statewide settings such as state government initiatives, community organizations and forums, etc.

To supervise staff in the Office of Children with Special Health Care Needs.

To oversee operation of all programs in the Office of Children with Special Health Care Needs, including; Early Children Programs (Part H I.D.E.A), Childhood Lead Poisoning Prevention Program, Hospital Discharge Coordination Program, and Newborn Screening Program.

To oversee programs including supervisory responsibility for budget management and analysis, contract management, establishing program priorities/program requirements provide technical assistance and training, development of patient education initiatives/materials.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the health care delivery system which provides comprehensive primary care and the linkage system which integrates the services of clinics, primary care providers, and secondary and tertiary facilities; and in-dept knowledge of the health care delivery system; the ability to plan, organize, coordinate and direct such a program and to evaluate its effectiveness; the ability to coordinate the professional, technical and administrative personnel engaged in the delivery system; the ability to apply management principles, practices and techniques in the administration of the programs; the ability to maintain effective working relationships with superiors, associates, the community, and public and private agencies; the ability to address professional and other groups on the objectives and activities of the division's programs; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Master's Degree in Public Health, Public Administration, Hospital Administration, or any other comparable field of specialization; and

Experience: Such as may have been gained through: employment in a responsible position engaged in developing and/or administering a public health or medical care program or services with a focus on children with special health care needs; or, employment in a responsible position engaged in coordinating the activities of medical or public health groups in health groups in providing similar services or functions for the benefit of the public.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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